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Memorandum

TO : Director of Training

DATE: 12 October 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 31
5 - 11 October 1965

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1. On the morning of 4 October Chief IS gave a brief introductory talk to the eight [] students in the Special Introduction to Intelligence course and returned in the afternoon to give the briefing on "The History of U.S. Intelligence."

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2. On 5 October Chief IS addressed a luncheon meeting of the Military Chaplains' Wives Club at the Bethesda Naval Officers Club. Chief IS was substituting for the DCI, who had sent his regrets. The briefing was an unclassified discussion of the U.S. National Security structure. The audience was receptive, and the questions following the talk indicated a friendly, if not well-informed, attitude toward the Agency.

3. On 6 October Chief IS was called by "Marge" of the DCI's office and asked for advice on the question of whether or not Admiral and Mrs. Raborn should accept an invitation extended by the Chairman of the Inter-American Defense Board to attend a reception in New State on 12 October. Chief IS claimed incompetence in this area and suggested that Marge call Chief WH for an opinion. The "Marge" call to Chief IS was reported to DTR's secretary by phone on 6 October.

4. On 7 October Chief IS interviewed [] of ORR -- formerly a JOT -- who was at that time interested in a rotational assignment to OTR. On 12 October PO/TR informed Chief IS that [] had called and said that he was no longer interested. Whether or not the interview with Chief IS was responsible for the loss of interest wasn't made clear.

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5. On 11 October Chief IS addressed a group of about 400 officers in Career Classes I and II in Marshall Auditorium at Fort Benning, Georgia. About 30 members of the instructional staff also attended the lecture. In the 40-minute question period that followed the 60-minute presentation, the students asked excellent questions, most of them -- surprisingly -- relating to CIA's mission in producing finished intelligence, particularly the National Intelligence Estimate. Before the lecture Chief IS spent 30 minutes with Major General Robert York, Commanding General at Benning, and at noon had lunch with General York, his immediate staff, and four visiting military [redacted] General York is a good friend of the Agency; he asked me to give warm personal regards to [redacted] and [redacted] (whom I don't know personally).

[redacted]

Attachment: Reports

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum **CONFIDENTIAL**

TO : Chief, Intelligence School

DATE: 11 October 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 31
4 - 8 October 19651. CT Orientation

Final preparations for this course have occupied a great part of our time this past week. As of the course opening, 41 students were registered.

2. Intelligence Review

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[] is devoting his full-time efforts to the planning and preparation for this course, always one of our major training efforts. Twelve students, almost all from DDS are already enrolled. We expect at least an equal number from the DDI, with the remainder from DDS&T and DDP components.

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3. Special Orientation Course for []

This 7-day course is in its final phase. Although we were concerned initially about the small enrollment (8), the course has been moving smoothly, with considerable informality. This is an enthusiastic and extremely well-motivated group.

4. Orientation for Overseas

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[] had, along with 19 registrants, an outside visitor for the 5-6 October running of the

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is the current focus of his activities. He has obviously familiarized himself with the orientation programs of other agencies, and hence the opportunity to

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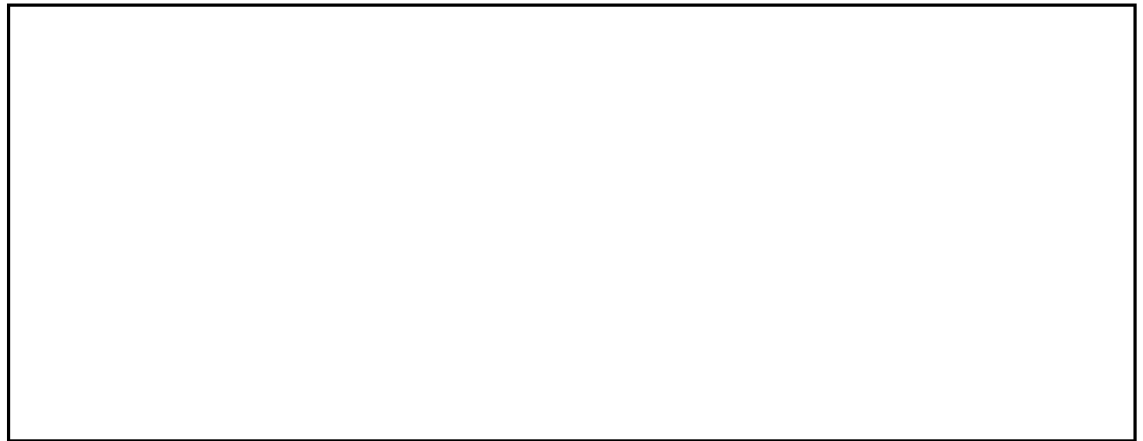
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talk with him provided [] not only with current information on these agencies but also leads to new publications of possible use in our own course.

5. Special Lectures and Briefings

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b. On 4 October at Headquarters, [] conducted the Introduction to Intelligence for approximately 40 persons.

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d. On 4 October, [] lectured at New State on "The Intelligence Community and CIA" to a group of about 40 FSR's and clerical employees preparing for overseas assignments. Emphasis, as usual, was placed on our overseas responsibilities and on ways in which

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6. Briefing at American University

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On 6 October, [] presented the regular bi-monthly "off-the-record" briefing on Agency responsibilities to 8 business executives attending the B.C.I.U. (Business Council for International Understanding) Training Program at American University.

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This was a highly intelligent and responsive group. The only sour note was the fact that one of the previous speakers on the program had obviously made some highly critical and distorted remarks about the Agency, particularly in regard to our personnel practices. This has been reported to you in detail in a separate memo.

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*Copy of that memo
is attached.
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Memorandum

TO : Chief/Intelligence School

DATE: 11 October 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 31
4 - 8 October 1965

SENIOR MANAGEMENT SEMINAR

B The Senior Management Seminar is proceeding according to plan with, of course, a few last minute changes in nominees. We are not sure that some of the nominees are actually "senior" managers and may want to suggest a different approach to selecting the participants the next time a senior seminar is offered.

PHASE II - OFFICE OF FINANCE

B The top echelon of the Office of Finance has just about completed Phase II of the Pilot Project. The MTF has monitored all sessions, and it is our unevaluated opinion that the sessions are going quite well and that they may prove to be of considerable value to the Office of Finance. [redacted] has taken on the job of "Phase II Coordinator". He will work closely with [redacted] in making up rosters for the rest of the Pilot Project exercises, making physical arrangements, and keeping records of proceedings and findings. We estimate that this will probably take about one-fourth of his time.

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MTF ATTENDANCE AT EXTERNAL PROGRAMS

25X1A [redacted] is at the University of Michigan during 11 - 12 October for a course in listening presented by Professor Ralph Nichols, a very famous authority in this field. The course which [redacted] wanted to attend was canceled because of insufficient registration. An attempt will be made at a later date to learn elsewhere about the Kepner and Tregoe approach to management.

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NEW CLASSROOMS

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[redacted] has been conferring with [redacted]

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[redacted] and others in regard to plans for the Management Training classrooms in Rosslyn. We are anxious to have facilities we can be proud of and suitable to our special needs which, at the same time, will be flexible enough for use by others.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 11 October 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 31
4 October - 8 October 1965

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1. As part of a training program for NPIC, Professor [] will conduct a course in Effective Speaking at [] from 25 October to 1 December. His Conference Techniques, originally slated for this time, has been postponed until January. Other communications courses which this office has scheduled for NPIC include a Basic Writing Workshop in January and an Intermediate Writing Workshop in March.

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2. The Training Assistance Staff, Operations School, asked [] to get from the IPF and IOF revisions of their paper, "Intelligence Concepts," which is used for a variety of types of DD/P training.

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3. When [] of CI Staff, came to our building on Friday to give a talk to the special [] group he commented, in conversation with [] that he was going to have to work up a report on the CI repositories in the Washington area. He was told of the year's project which [] Office of Security, has underway for Security investigators which may include a description of CI repositories. [] plans to get in touch with [] to see if he can avoid duplication of effort.

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4. Now that the Registrar has worked out a solution to the classroom problem that meets with everyone's approval, we are taking the necessary steps to get the furniture moved and the necessary changes made in the rooms. Through the cooperation of [] and the diligent efforts of our Training Assistants, it is expected that everything will be in order when the two groups of Career Trainees begin their training with us on 25 October.

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UNITED STATES GOVERNMENT

Memorandum **CONFIDENTIAL**

TO : Chief, Intelligence School

DATE: 8 October 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 31
4 - 8 October 1965

1. Number in Clerical Induction Training: During the week of 27 September - 1 October 1965, there were 88 trainees in Clerical Induction Training; of these 28 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 27 September - 1 October 1965, there were 30 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 27 September - 1 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	21	8
Shorthand	15	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 27 September - 1 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	49	
Typewriting	30	4
Shorthand	4	1
Card Punch Operator		
Aptitude Test	1	



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Weekly Activities Report, No. 31

4 - 8 October 1965

5. Quarterly Report of Clerical Induction Training Statistics:

a. During the period of 6 July - 1 October 1965, the Clerical Training Faculty tested the following number of clerical applicants:

Tested in typewriting	264
Qualified in typewriting	36 (14%)
Tested in shorthand	59
Qualified in shorthand	12 (20%)
Given the Short Employment Test	412
Given the Card Punch Operator Aptitude Test	15

*c/pps.
Have a crack
at summarizing AS
meaningfully
for B*

b. In the reports on Clerical Training statistics prepared in the past, we have listed the number of entrance-on-duty clerical personnel by their job category and have indicated how many qualified in typewriting and/or shorthand during their initial testing. We also identified the number who attended classes and met qualifications in typewriting and/or shorthand after training. Because these statistics proved to be significant, these entries are also included in this quarterly report.

Entrance-on-duty and After-training Test Results (6 July - 1 October '65)

<u>CLERKS</u>	Tested in typewriting	54
	Qualified at EOD	1 (2%)
	Qualified in class	5 (9%)
	Not qualified	37 (69%)
	Still in class	11 (20%)
	Tested in shorthand	5
	Qualified at EOD	1 (20%)
	Qualified in class	0 (---%)
	Not qualified	3 (60%)
	Still in class	1 (20%)

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Weekly Activities Report, No. 31
4 - 8 October 1965

TYPISTS

Tested in typewriting	108	
Qualified at EOD	30	(28%)
Qualified in class	36	(33%)
Not qualified	23	(21%)
Still in class	19	(18%)
Tested in shorthand	32	
Qualified at EOD	1	(3%)
Qualified in class	4	(13%)
Not qualified	16	(50%)
Still in class	11	(34%)

STENOGRAPHERS

Tested in typewriting	155	
Qualified at EOD	68	(44%)
Qualified in class	69	(45%)
Not qualified	5	(3%)
Still in class	13	(8%)
Tested in shorthand	155	
Qualified at EOD	34	(22%)
Qualified in class	60	(39%)
Not qualified	31	(20%)
Still in class	30	(19%)

c. It is to be noted that this activity report covers only those employees who entered on duty in this quarter. (6 July - 1 October 1965) Therefore, the report does not reflect the qualifying and non-qualifying percentages of those students who were in a "still in class" status when the last report was submitted.



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